

Publisher Information and Instructions

1. Submit to the committee four sets of your complete curriculum package (originals). Include all materials you would send to a provider who purchases/requests copies of the curriculum.
2. Enclose in each curriculum package identification information and return instructions that include the following:
 - Organization that publishes or produces the curriculum materials, contact person, address and telephone number.
 - A list of every item included in the curriculum package.
 - A list of items in each box of a multi-box shipment.
 - In a multi-box package indicate the total number of boxes in the shipment.
 - The Division of Child Development and Office of School Readiness will keep two of the copies of submitted materials. If you would like to have the remaining two copies returned, please give specific instructions on how you plan to retrieve your materials once the evaluations are complete. State whether you will pick-up the materials at the Division or if you will have them shipped.
3. You may provide supplemental information along with the curriculum materials to assist the committee in the review process. Any supplemental information should be directly related to the criteria described above and should be clearly labeled as “supplemental” to distinguish it from materials included with the curriculum materials typically available to providers. Examples of supplemental materials might include descriptions of research studies completed on the curriculum, explanations of training/professional development that is available to providers, etc.
4. Mail curriculum packages to the following address:

**Attention: Laura Hewitt
Division of Child Development
2201 Mail Service Center
319 Chapanoke Rd., Suite 120
Raleigh, NC 27699**
5. If you would like your materials to be returned, please pack the curriculum in reusable boxes. Mark the outside of the package, “To be Returned” and include a pre-paid UPS or other mailing label. Remember, if your curriculum is approved, the committee will keep two sets; one for the Division of Child Development and one for the Office of School Readiness.
6. In the event materials are misplaced in the evaluation process, the Curriculum Review Committee, the Division of Child Development and the Office of School Readiness will not be liable for return or payment.
7. Review of materials will begin on January 4, 2008. The **deadline** for receipt of materials is **January 28, 2008**.